

CTC NEWSLETTER

January 2005

Find a New Job Before The Clock Strikes 12

By Nikki Scott, CareerJournal.com printed with the permission of *The Wall Street Journal*



NETWORKING THE HOLIDAY PARTIES!

- **Accept invitations**
- **Pay attention to your grooming and attire**
- **Be prepared to small talk, read up on current events**
- **Practice good social skills—don't ask for advice or talk about business unless the person you are speaking with brings it up**
- **Introduce yourself to new people**
- **Have your business cards printed and ready to distribute**
- **Smile and have a good time!**

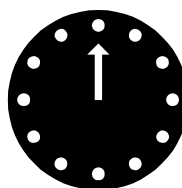
New Year's Eve is hot for job seekers.

People say the end of the year is a bad time to job hunt, but a recent study suggests otherwise. HR management consulting firm Goodrich and Sherman Associates reports that the period between Thanksgiving and New Year's is one of the best times to find a job.

Many professionals quit in December and plan to start fresh with new jobs in early January. And most try to give their two-week notice at the start of the month, so that they can take a break over the holiday season. HR is usually in full recruiting mode, especially if budget approvals

expire at the end of the year.

Though it's tempting to put off the job search until after all the holiday shopping,



"Be at war with your vices; at peace with your neighbors, and let every new year find you a better man."

- Benjamin Franklin

cooking, tree trimming and entertainment is done, you'd be well-advised to keep sending out those resumes. Because so many people put their job searches on hold during the holidays,

there's usually less competition. Plus, interviews may be a bit more relaxed than usual because everyone's in the holiday mood -- especially if they've just received their year-end bonuses.

Work the Party

So if you're in the job market and you're party-hopping this holiday season, try networking your way into a new position for the New Year. Accept as many invitations as possible, and don't avoid friends' parties if you happen to be unemployed. Take advantage of the relaxed, chatty mood, and meet as many people as you can. Don't forget to bring business cards and a pen. If

Feature story continued....

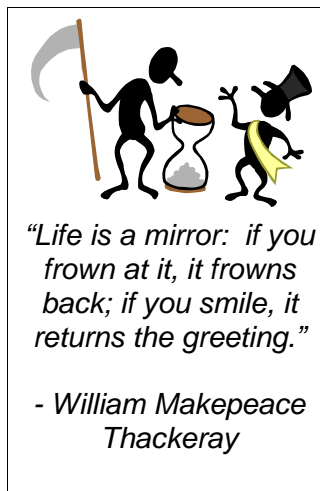
you're going to an industry association party or a similar business-oriented event, you might bring along a few copies of your resume, but don't plan on handing them out to everyone you meet. If you're unemployed, and have no business cards, you should still ask people for theirs.

And now for the hard part: Despite what your mother may have told you all your life, it's time to start talking to strangers. Don't spend the whole night chatting with people you know -- though it's important touch base with people you haven't seen in a while. Ask friends to introduce you to new people, or sit next to someone and strike up a conversation. If you wait for others to initiate, you may wait forever. Tell yourself that every person at this party is a potentially important contact. "Shake as many hands and meet as many people as you can," says Mindy Franklin, a vice president of sales at a small company in Manhattan, "you never know who will be able to help you out, or put you in touch with someone who can."

"If I'm at a social event and there's someone I'd really like to meet, I just go up and introduce myself," Ms. Franklin says. To keep the conversation going, "ask a lot of questions about what they do, how they got involved in their particular business, and what their company is like." If you can contribute something pertinent, do so. For example, maybe you read an article they would be interested in reading, or you know of a newsletter they might want to sign up for. Offer to e-mail them the information -- this is a great way to network, especially when you're doing the offering. If you feel that you've built a good repertoire with the person, mention that you're looking for a job, and ask if you can send them your resume. "If they can help you, they probably will, if not, they might have a contact that can help you," Ms. Franklin says.

Follow Up

No matter how successful an



evening of schmoozing, it means nothing unless you follow up. E-mail is perfect for this type of contact. Reintroduce yourself with a short, well-written note within a few days of meeting. Try to avoid the standard: "Nice meet-

ing you, looking forward to talking to you soon" message. You took this person's card for a reason -- mention something you discussed, or send a link to an article or newsletter you think they can use. If you're sending your resume, remember to thank them for taking the time to do you this favor. Once you do get a job, keep good contacts updated on your situation, whether or not they, or their advice, helped you at all. Good luck, good cheer, and happy hunting!

-- Ms. Scott is a senior writer at Vault.com, a research and recruitment service for job hunters in New York City.



"An optimist stays up until midnight to see the new year in. A pessimist stays up to make sure the old year leaves."

- Bill Vaughan

"Every New Year is the direct descendant, isn't it, of a long line of proven criminals?"

- Ogden Nash



Editor's Notes

Job seekers — especially those in the DC area — may find the November 15, 2004 issue of *Government Executive* to be a very useful. The theme is "Federal Technology Source: Connecting With The Key Players" and the whole issue is a guide to who's who in federal technology.

The issue is divided into 3 sections: government, corporate, and indexes. There are 14 pages of corporations, in-

cluding BearingPoint, Lockheed Martin, Northrop Grumman, Robbins-Gioia, and SRA International. They have included the names, titles, websites, snail and e-mail addresses of the most influential people in government, business, trade associations, education, and media.

One of the most helpful sections may be the "Index to Companies by Specialty Area" which lists 26 areas

from Application Service Provider to Training/Distance Learning. There is also a "Conference/Show Calendar 2004— 2005" with dates and contact details.

To obtain a copy of this issue of *Government Executive*, go to their website, www.govexec.com, or call their office at 202-266-7300 or 800-551-6244. Unfortunately, you cannot purchase this magazine at your local newsstand.



Job Leads

One of the best ways to study the job market in a place you want to work is to check out the website of the local chamber of commerce. These websites are easy to find by googling: [city, state] Chamber of Commerce. If that doesn't work, go to the website of the U.S. Chamber of Commerce (www.uschamber.com) and look in the "Chamber Directory" where all the member chambers are listed (with hyperlinks to their websites).

Most chamber websites will have articles about the local economy, lists of member companies, and connections to employment commissions.

For instance, the Fairfax County Chamber of Commerce (www.fccc.org) is an absolute gold mine with hyperlinks to member companies' websites and some truly excellent hyperlinks to other job search resources. One is the Fairfax County Economic Development Authority (www.fairfaxcountyleda.org) which has a "Living and Working" page with "Career Information" and more hyperlinks to local companies and job search resources, including:

- the Northern Virginia Technology Council (www.nvtc.org) which has a "Regional Job Center" on their website.

- the Northern Virginia Workforce Investment Board (www.myskillsource.org) which has information on jobs, on starting a small business, on training, and more.
- Virginia's Electronic Labor Market Access (www.careerconnect.state.va.us) which has also "job seeker connections" plus other helpful info and hyperlinks to other job search resources.

All cities and states have similar resources. Make it your New Year's Resolution to check them out!



ATTENTION JSP GRADS!

Panelists Needed!!

The next Job Search Program will be held in March 2005 and we need some graduates of the Program who are willing to serve on a panel and share their job search experiences. We cannot pay you for this wonderful contribution in any currency except gratitude. If you would be willing to encourage the new class, then please contact Amy at e-mail pittsa@state.gov or telephone 703-302-7412.

Next Job Fair

The next CTC Job Fair will be held on March 29, 2005 from

1 to 4 pm in the Field House at the Shultz Center.

Guidance Requested

Please let Amy know of any professional organizations for security professionals or for public affairs professionals. She is trying to develop a list of job search resources for those 2 groups and could use your help. You can contact her at e-mail pittsa@state.gov or telephone 703-302-7412.

**BEST WISHES
FROM THE CTC STAFF
FOR A HAPPY &
SUCCESSFUL
NEW YEAR!!!!**

"A New Year's resolution is something that goes in one year and out the other."

- Anonymous



"The New Year gives people a fresh start on their old habits."

- Anonymous

"May your troubles in the coming New Year be as short-lived as your resolutions."

- Anonymous

"In the New Year, may your right hand always be stretched out in friendship, but never in want."

- Irish toast

"Your Merry Christmas may depend on what others do for you ... but your Happy New Year depends on what you do for others."

- Unknown



CTC NEWSLETTER

FSI/TC/CTC

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Washington, D.C.

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